



NORTH WALSHAM TOWN COUNCIL

Development & Amenities Meeting – 17th July 2025

Published: 11th July 2025

Time: 18:30

Place: Cedar House, 3 New Road, North Walsham, NR28 9DE

Councillors are hereby summoned to attend the above Committee meeting of the Council.

All members of the public and press are welcome to attend the meeting are allowed to address the Council during our Public Participation Forum (item 7) but are not permitted to take part in any of the debates.

A handwritten signature in black ink, appearing to read 'Wendy Murphy'.

Wendy Murphy

Town Clerk

AGENDA

1. To APPOINT CHAIR OF DEVELOPMENT AND AMENITIES

2. TO APPOINT VICE CHAIR OF DEVELOPMENT AND AMENITIES

3. APOLOGIES FOR ABSENCE

To receive apologies for absence

4. DECLARATIONS OF INTEREST

To receive declarations of pecuniary or personal interests and consider requests for dispensations

5. TO APPROVE MINUTES OF PREVIOUS COUNCIL MEETING - emailed with Agenda

(As per Standing Order 3t, to approve decisions/resolutions made as an accurate record)

To approve minutes of the Council meeting 13.05.25

6. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action Log (Report attached)

7. PUBLIC FORUM

(As per Standing Order 3e-Items on this agenda; Standing Order 3f-Total duration max 15mins; Standing Order 3g-Max 3mins per person; and Standing Order 3h-Questions do not require a response at this meeting)

8. TO RECEIVE ANY UPDATES

8.1 Grounds Team

9. AMENITIES POLICIES

To review and revise Amenities Policies

(All changes to be presented to Full Council)

8.2 Cemetery Rules and Regulations

8.3 EMP Guidance Notes

8.4 Event Application Form

- 8.5 Event Management Plan
- 8.6 Grass Cutting Procedure
- 8.7 Outdoor Advertising Procedure
- 8.8 Tree Management Policy

9. RISK ASSESSMENTS

To review and revise Risk Assessments

(All changes to be presented to Full Council)

- 9.1 Car Boot Risk Assessment
- 9.2 Grass Cutting Risk Assessment
- 9.3 Grave Digging Risk Assessment
- 9.4 Market Operations Risk Assessment
- 9.5 Sam 2 Risk Assessment
- 9.6 Workshop Risk Assessment
- 9.7 Under 16 Risk Assessment
- 9.8 Cemetery Rules & Regulations

10. TOR's

To review the Development & Amenities Terms of Reference

(All changes to be presented to Full Council)

11. TO REVIEW HEALTH AND SAFETY REPORT AND DOCUMENTS PRESENTED TO FULL COUNCIL

- 11.1 Safety Report
- 11.2 Safety Policy & Safety Arrangements
- 11.3 Employee Safety Handbook
- 11.4 H & S General Policy Statement

12. RECEIVE ROSPA REPORTS

13. TO AGREE NEW EVENT CONTRACT

14. TO AGREE THE PURCHASE OF A NEW JOHN DEERE BLOWER

15. TO RATIFY THE DECISION MADE FOR THE INSTALLATION OF THE ROCKING HORSE

16. TO AGREE TO TREE WORKS AT FISKE WOOD

17. TO RECEIVE QUOTES FOR WATER TANK INSTALLATION AT THE CEMETERY AND MAKE ANY DECISIONS

18. TO AGREE TO GET QUOTES TO PLANT LAVENDER EITHER SIDE OF THE NEW PATH AT TRACKSIDE

19. TO RECEIVE A QUOTE TO DECORATE THE CHAPEL AND REPAIR AND PRESERVATION OF THE PEWS

20. ITEMS FOR THE NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

21. DATE OF NEXT MEETING

Tuesday 16th September 2025